

Active Service Modified Duties Program

November 9, 2023

The Active Service Modified Duties (ASMD) Program is a family-friendly program designed to facilitate flexible schedules for academic faculty with regular teaching responsibilities who temporarily have significant family care responsibilities. Eligible responsibilities include care for immediate family members (e.g., parents, spouses, domestic partners, or children), including the arrival of new children in the family through birth or adoption. The program records the faculty member's need for a flexible schedule, provides financial help for the individual's unit if it is needed for replacement teaching, and provides the possibility of extending the probationary period for tenure.¹

When faculty members need more flexible schedules than teaching duties would normally allow, they should talk first with their unit heads (generally a school chair). To help the unit find alternatives, they should do this as soon as they know the period of need. Schools, departments, divisions, or colleges can often modify duties to arrange for the necessary flexibility using their own resources, and simply record with the Provost's Office that they have done so. The unit can request support from the Provost for up to \$10,000 of any direct costs associated with providing the schedule flexibility by a one-course release.

Unit heads should be aware of the legal responsibility to accommodate family-care needs under the Family Medical Leave Act (FMLA). Faculty members should be aware that when they are receiving full pay, they must deliver on their full responsibilities. Under ASMD, they must substitute other official duties for release from teaching, such as additional research activities or curriculum development, in order to continue 100% effort during the ASMD period. If the situation in question prevents full responsibilities, then they should consider using sick leave, short-term disability, and/or the provisions of FMLA. The utilization of these options does not preclude them from applying for ASMD during another academic semester, as appropriate.

The ASMD program is gender neutral. In the case of birth or adoption, both parents may apply for ASMD for the same qualifying event, if they are both Georgia Tech academic faculty. Their ASMD terms may be arranged concurrently or consecutively as they choose with the support of the unit head(s). ASMD may be used in only one semester for each qualifying event, with the exception that the childbearing parent may utilize it during two semesters within twelve months of giving birth. More specifically, for the childbearing parent ASMD can be approved either for a two-course release for one semester or a one-course release for two semesters with the maximum support to the unit being \$20,000 per childbearing parent (only fall and spring semesters for nine-month faculty). In relation to childbirth or adoption, the parent must request and utilize ASMD within one year of the qualifying event.

In cases involving multiple births, ASMD may be requested for an additional course release. In these cases, a parent may be approved for up to three course releases (for a childbearing parent) or up to two course releases (for a non-childbearing parent) in either one semester or spread between two semesters within a twelve-month period. The maximum support to the unit is \$20,000 for the non-childbearing parent and \$30,000 for the childbearing parent.

It is expected that any pre-tenure faculty member approved for ASMD will also request an extension of the probationary period for tenure, which must be done separately and within 12 months of the qualifying event. This extension moves back the year when the individual *must* be considered for tenure, but it does not change

¹ All faculty members are eligible for ASMD immediately upon employment at Georgia Tech.

the year in which the individual is first eligible for consideration.² According to the *Faculty Handbook*, the probationary period may be extended only twice, with only one extension year per qualifying event.

Forms to request approval of ASMD and extension of the probationary period are available on the Faculty Affairs web site. Requests should be uploaded and approved through the GT-TRACS system when the unit head first approves the shift in duties, including any request for Provost financial support. At the discretion of the unit head, a unit may offer additional flexibility, as appropriate and within federal, state, and GT policies.

² The current Faculty Handbook wording allows the President to give this flexibility on a case-by-case basis.